



HAZARDOUS WASTE CHECKLIST

Small and Large Quantity Generators

Division:	Facility:
Building:	Location/Area:
Inspector:	Date:

Satellite hazardous waste accumulationsites meet the following requirements:	YES	NO	N/A
No more than 55 gallons of hazardous waste is stored at a satellite accumulation site.			
Containers of hazardous waste are transferred to the Hazardous Waste Storage Site (HWSS) within three days after being filled to capacity.			
Each container at satellite storage sites is labeled as "Hazardous Waste".			
Containers of hazardous waste remain sealed except during waste transfer.			
Waste is stored on a non-permeable surface away from floor drains or other conveyances.			
Spill control materials are readily available at or near the storage site.			
State or local regulations that may differ from federal regulations have been identified and each satellite storage site is in compliance.			
Staff who operate and maintain satellite storage sites have received verifiable training to a level commensurate with their duties and responsibilities			

Hazardous waste storage site and records:	YES	NO	N/A
The Hazardous Waste Site Storage Coordinator (HWSSC) maintains a log of storage and handling practices, including information required in the Safety Manual, Ch. 3, Sect. E.			
The HWSSC maintains copies of hazardous waste manifests for at least three years. The manifests and manifest procedures comply with the Safety Manual, Ch. 3, Sect. E.			
The HWSS is inspected monthly by the Safety Department.			
No more than 13,200 pounds of hazardous waste is stored in the HWSS at any one time.			
Small and large quantitygenerators have obtained an EPA identification number.			
Small quantity generators store hazardous waste in the HWSS no longer than 180 days or 270 days if the waste is transported a distance of 200 miles or more.			
Large quantity generators store hazardous waste no longer than 90 days.			
All containers of hazardous waste aresealed.			
Containers are labeled according to contents of the container and the date of accumulation. The label is also marked with the words "Hazardous Waste".			
Incompatible wastes are separated.			
The HWSS is ventilated and located away from high traffic areas, buildings, drains and depressions.			
The HWSS is secure; entrance is posted with a "Danger - Unauthorized Personnel Keep Out" sign.			
The following information is posted: Name and telephone number of the HWSSC; location of fire extinguishers, spill equipment and fire alarm; telephone number of the fire department.			
The HWSSC has received training including hazardous waste storage & handling procedures, manifest procedures, emergency spill response and record keeping.			



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An emergency eye wash station is readily available at or near the storage site.			
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COMMENTS:



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Conditionally Exempt Small Quantity Generators

Division:	Facility:
Building:	Location/Area:
Inspector:	Date:

Hazardous waste storage site and records:	YES	NO	N/A
The institution generates no more than 220 pounds of hazardous waste per month.			
No more than 1000 pounds of hazardous waste is stored at any one time.			
Hazardous waste is identified by: Laboratory analysis for chemical characteristics, i.e., flammability, corrosiveness, reactivity, toxicity; or by regulatory listing.			
Hazardous waste is stored away from drains or other conveyances.			
Containers of hazardous waste are sealed and opened only during waste transfer or during container inspection.			
Incompatible wastes are separated.			
An emergency eye wash station is readily available at or near the storage site.			

COMMENTS: